

# **IDEA Consolidated Application**

## **How to Approve Member Applications**

A Consortium or Cooperative fiscal host must approve member applications to allow data from those applications to roll-up into the Consortium's or Cooperative's application. To approve the application of a member:

1. The member must have submitted their application from their own Submit page.
2. On the Consortium or Cooperative application, go to the Funding tab. This takes you to the "Allocations" page.
3. On the Allocations page, click the blue link under "Administrative Agent." (This is a 7-digit number, such as "0241200.") The Administrative Agent page opens.
4. The Administrative Agent Page shows allocations for all members. If a member has submitted their application, the LE number at the left-hand column is highlighted, and the far-right-hand column will say "Submitted to AA."
5. Open a member application by clicking on the highlighted LE number. You will go to the "Application Select" screen for the member.
6. Click the radio button next to the application you want to review, and click <Open Application>.
7. Review the member application's contents. You will not be able to change any fields.
8. Go to the member's Submit page. Click <Approve> or <Disapprove>. If approved, the data will populate the Consortium's or Cooperative's application. If disapproved, the application goes back to the member for changes.
9. Make sure all member applications are approved before finally submitting the consortium or member application to the Office of Public Instruction (OPI).